**APPENDIX A2 – TABLING MINUTE - Government response to a parliamentary committee report**

(for the PM&C Tabling Officer, together with 3 copies of the Government response)

Highlighted fields are mandatory for completion

[date]

PM&C Tabling Officer

HoR Parliamentary Liaison Office

Suite RG98

Parliament House

CANBERRA ACT 2600

[TITLE OF GOVERNMENT RESPONSE TO BE TABLED]

Enclosed are three copies of the above response. It would be appreciated if you would make arrangements to have the Government’s response tabled in [the Senate or both Houses of Parliament, or House of Representatives as applicable], as soon as possible.

The response was:

approved for tabling by the [Minister’s name and title] on: [date ], and

approved for tabling by the Prime Minister, the Assistant Minister to the Prime Minister
or Cabinet on: [ date ].

If you have any queries please contact [name of contact person in your department] on
[contact person’s telephone number] [contact person’s email].

[Name]

[Title]

[Branch]

[Telephone]

[Email] ***Please note; notification of tabling will be sent to this email address.***